



State of Arizona  
Department of Education

Jaime A. Molera  
Superintendent of  
Public Instruction

**DATE:** January 2002

**TO:** Organizations or Individuals Doing Business with  
the State of Arizona

**FROM:** Charter Schools Liaison Office

**SUBJECT: Registration of Organizations and Individuals**

The Arizona Uniform Statewide Accounting System and the IRS requires the Federal Form W-9 to be completed and on file with our agency before we can process claims for payments. Please complete and return the attached W-9.

Return the completed and signed forms to:

Arizona Department of Education  
Grants Management Bin 3  
1535 West Jefferson Street,  
Phoenix, AZ 85007

We cannot process any claim/invoice for payment until you provide this information to the above address. To ensure proper payment, please provide us with a contact person and phone number at your office.

Thank you for your assistance.